

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND  
INSTRUCTION 10-203**



**3 SEPTEMBER 2009**

**Operations**

**AVAILABILITY OF DESIGNATED AFMC  
SENIOR PERSONNEL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: HQ AFMC/CS  
(Mr. Thomas M. Zerba)

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This AFMCI directs designated Air Force Materiel Command (AFMC) senior personnel to inform the AFMC Command Center of their location and identify their Designated Alternates when they depart their permanent duty stations (PDS). This AFMCI applies to AFMC Center Commanders (CCs)/Directors (CLs), Installation Commanders, HQ AFMC Directors (two letters), Installation Command Posts (CPs), and the AFMC Command Center. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Record Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

**SUMMARY OF CHANGES**

Revisions change Designated Alternate succession procedures for AFMC Center CCs/CLs, Installation Commanders, and HQ AFMC Directors.

**1. Purpose.** Establishes policy and procedures for AFMC senior personnel (see para. 5) to advise the AFMC Command Center of their location, and for identifying Designated Alternates when Center CCs/CLs, Installation Commanders, and HQ AFMC Directors leave their PDS (out of local area or on leave).

**2. Center Commander/Director, Installation Commander, HQ AFMC Director Succession Policy.**

2.1. Center Commanders/Directors. When a Center CC/CL leaves his/her PDS, leadership responsibility to act as the Designated Alternate (see para. 4 for duties and responsibilities) will pass in the following order:

2.1.1. Center Vice Commander (Center/CV), IAW AFMCMD 401, para. 2.5, *Headquarters Air Force Materiel Command*. Note: if the Center/CA is senior to the Center/CV, then the Center/CA will be second in succession, the Center/CV third in succession.

2.1.2. Center Executive Director (Center/CA), IAW AFI 51-604, para. 6.2, *Appointment to and Assumption of Command*.

2.1.3. Center Wing/Division Commander/Director, IAW AFI 51-604, para. 6.2, *Appointment to and Assumption of Command*.

2.1.3.1. Center CCs/CLs will formally establish a Designated Alternate line of succession among their Wing/Division Senior Leaders in the following order: General Officer Wing/Division Commanders/Director, Senior Executive Service (SES) Wing/Division Directors, and Installation Commander. Note: for purposes of this AFMCI, AFRL's Technical Directorates are synonymous with "Wing" or "Division."

2.1.3.2. At Centers without an assigned CV or CA, Center CCs/CLs may permanently designate the senior General Officer Wing/Division Commander/Director as the third in succession such that a "triple absence" would only occur if the Center CC/CL, Center CV/CA, and the designated Wing/Division Commander/Director all concurrently leave their PDS (see [Attachment 2](#)).

2.2. Specialty Center Commanders/Directors. Specialty Centers will coordinate their line of Designated Alternate succession through HQ AFMC/CS for AFMC/CV approval. The line of succession will adhere to the succession intent/structure of para. 2.

2.3. HQ AFMC Directors. When a HQ AFMC Director leaves his/her PDS, leadership responsibility to act as the Designated Alternate (see para. 4 for duties and responsibilities) will pass in a line of succession to deputies, next Division Chiefs, followed by other Colonels, then Supervisory Pay Band 3s/GS-15s. For Directorates with only one deputy, the Director may permanently designate a senior (O6/supervisory pay band 3/GS-15) Division Chief as the third in succession such that a "triple absence" would only occur if the Director, Deputy, and the designated Division Chief all concurrently leave their PDS (see Attachment 2). Small Directorates without a deputy or divisions will coordinate their line of succession through HQ AFMC/CS for AFMC/CV approval.

*Example 1: HQ AFMC/A4 has a Director and two Deputy Directors, thus a triple absence occurs and AFMC/CV pre-approval is required only when all three will not be at their PDS.*

*Example 2: HQ AFMC/A3 has a Director and one Deputy. If HQ AFMC/A3 permanently designates the A3X Division Chief as its third in succession, then a triple absence occurs and AFMC/CV pre-approval is required only when the A3 Director, Deputy, and A3X Division Chief will not be at their PDS.*

2.4. Installation Commanders. When an Installation Commander leaves his/her PDS, leadership responsibility to act as the Designated Alternate (see para. 4 for duties and responsibilities) will pass in a line of succession to the Vice Commander (CV), Executive Director (DV), followed by the Mission Support Group Commander. Installations without an assigned Vice Commander or Executive Director will coordinate their line of succession through their respective Center CC/CL.

### **3. Availability.**

3.1. Command Posts must maintain adequate knowledge of the availability/location of their Center CC/CL and Installation Commander at all times. The AFMC Command Center must maintain adequate knowledge of the availability/location of AFMC/CC/CV/CA and HQ AFMC Directors at all times.

3.2. Timely and responsive accessibility to voice communications is the primary criterion for establishing adequate knowledge of CC/CL availability/location.

3.3. Center CCs/CLs, Installation Commanders, HQ AFMC Directors, or their Designated Alternates must keep the AFMC Command Center advised of their availability/location using the *Commander/Director/HQ AFMC Director/Designated Alternate Availability Memo* (Attachment 1).

3.4. Center CCs/CLs, Installation Commanders, HQ AFMC Directors, or their Designated Alternates will be available to the AFMC/CC/CV/CA via phone patch within 15 minutes through the AFMC Command Center (see para. 5).

### **4. Duties and Responsibilities of Designated Alternates.**

4.1. Acts on behalf of the CC/CL, Installation Commander, or HQ AFMC Director as is routinely done when he/she is present (AFI 51-604, para. 3.4.2).

4.2. Acts for the CC/CL, Installation Commander, or HQ AFMC Director except where statute or higher headquarters guidance requires personal action by the CC/CL, Installation Commander, or HQ AFMC Director (AFI 51-604, para. 6.4.2).

4.3. Exercises supervisory authority and issues work direction (AFI 51-604, paras. 1.8 and 6.4.1).

4.4. Except in urgent circumstances, the Designated Alternate will not change or cancel direction the CC/CL, Installation Commander, or HQ AFMC Director has given.

4.5. Must be available telephonically within 15 minutes of initial AFMC Command Center attempt to contact.

4.6. Will consult with the CC/CL, Installation Commander, or HQ AFMC Director on matters of significance prior to making a decision/taking action.

4.7. Does not assume command (AFI 51-604, para. 3.4) (NA for HQ AFMC Directors).

### **5. Organizations.**

5.1. AFMC CCs/CLs or their Designated Alternates (see para. 2.1 and 2.2) of the following AFMC Centers must be telephonically available to the AFMC/CC/CV/CA within 15 minutes of initial AFMC Command Center attempt to contact:

- 5.1.1. Aeronautical Systems Center (ASC).
- 5.1.2. Air Armament Center (AAC).
- 5.1.3. Air Force Flight Test Center (AFFTC).
- 5.1.4. Air Force Global Logistics Support Center (AFGLSC).
- 5.1.5. Air Force Nuclear Weapons Center (AFNWC).
- 5.1.6. Air Force Research Laboratory (AFRL).
- 5.1.7. Air Force Security Assistance Center (AFSAC).
- 5.1.8. Arnold Engineering Development Center (AEDC).
- 5.1.9. Electronic Systems Center (ESC).
- 5.1.10. Ogden Air Logistics Center (OO-ALC).
- 5.1.11. Oklahoma City Air Logistics Center (OC-ALC).
- 5.1.12. Warner Robins Air Logistics Center (WR-ALC).

5.2. AFMC Installation Commanders or their Designated Alternates (see para. 2.4) of the following AFMC installations must be available to the AFMC/CC/CV/CA within 15 minutes of initial AFMC Command Center attempt to contact:

- 5.2.1. Brooks City Base, Texas (311 HSW).
- 5.2.2. Edwards Air Force Base, California (95 ABW).
- 5.2.3. Eglin Air Force Base, Florida (96 ABW).
- 5.2.4. Hanscom Air Force Base, Massachusetts (66 ABW).
- 5.2.5. Hill Air Force Base, Utah (75 ABW).
- 5.2.6. Kirtland Air Force Base, New Mexico (377 ABW).
- 5.2.7. Robins Air Force Base, Georgia (78 ABW).
- 5.2.8. Tinker Air Force Base, Oklahoma (72 ABW).
- 5.2.9. Wright-Patterson Air Force Base, Ohio (88 ABW).

5.3. The following HQ AFMC senior leaders and HQ AFMC Directors or their Designated Alternates (see para. 2.3) must be available to the AFMC/CC/CV/CA within 15 minutes of initial AFMC Command Center attempt to contact:

- 5.3.1. AFMC Vice Commander (CV).
- 5.3.2. AFMC Executive Director (CA).
- 5.3.3. Chief of Staff (CS).
- 5.3.4. Directorate of Manpower, Personnel, and Services (A1).
- 5.3.5. Directorate of Intelligence and Requirements (A2/5).
- 5.3.6. Directorate of Air, Space and Information Operations (A3).
- 5.3.7. Directorate of Logistics (A4).

- 5.3.8. Directorate of Communications, Installations and Mission Support (A6/7).
- 5.3.9. Directorate of Strategic Plans, Programs and Analyses (A8/9).
- 5.3.10. Directorate of Strategic Deterrence and Nuclear Integration (A10).
- 5.3.11. Directorate of Engineering and Technical Management (EN).
- 5.3.12. Directorate of Financial Management (FM).
- 5.3.13. Command Chaplain (HC).
- 5.3.14. Inspector General (IG).
- 5.3.15. Judge Advocate (JA).
- 5.3.16. Contracting (PK).
- 5.3.17. Safety (SE).
- 5.3.18. Command Surgeon (SG).

**6. Commander/Director/HQ AFMC Director/Designated Alternate Availability Notification Procedures.**

6.1. Organizations listed in paragraph 5 will transmit a *Commander/Director/HQ AFMC Director/Designated Alternate Availability Memo* (**Attachment 3**) each Tuesday to the AFMC Command Center. Center CCs/CLs and Installation Commanders must provide a copy to their local or Installation CP. Memos detail Center Commanders' and Directors', Installation Commanders', HQ AFMC Directors', and their Designated Alternates' availability for the next 3 weeks. The AFMC Command Center closely monitors receipt and will notify the unit's Command Section when a memo is not received by 1200 Eastern Time (ET). When preparing Attachment 3, follow the example provided with special attention to the following:

- 6.1.1. Send to AFMC Command Center via e-mail [HQAFCM.Command.Center@wpafb.af.mil](mailto:HQAFCM.Command.Center@wpafb.af.mil). If unable to email, fax to DSN 787-1473 or commercial 937-257-1473.
- 6.1.2. When a leave or TDY period extends beyond the reported period, include the planned return date in part three.
- 6.1.3. Eastern Time (ET) is used throughout the memo.
- 6.1.4. When present for duty during the entire period, part three shows the reporting period followed by PRESENT FOR DUTY (PFD) and part five contains the term NOT APPLICABLE.
- 6.1.5. Always provide a message POC and DSN number in part six.
- 6.1.6. Resubmit a *Commander/Director/HQ AFMC Director/Designated Alternate Availability Memo* (Attachment 3) any time changes to availability occur. The Center/Installation/Directorate will first advise the AFMC Command Center telephonically (DSN 787-6314, commercial 937-257-6314) and then follow up with a revised hard copy memo. When the change occurs during after duty hours, the AFMC Command Center may defer the hard copy requirement until the next duty day.

6.1.7. Itineraries will be designated a minimum of FOR OFFICIAL USE ONLY (FOUO); consider classifying CONFIDENTIAL when transiting high threat areas. Those responsible for the Commander's/Director's/HQ AFMC Director's itineraries will determine the need to classify the itinerary. If an itinerary is classified, it will be declassified on the day following completion of travel.

6.1.8. It is the responsibility of CPs to maintain adequate knowledge of the location of their Commanders/Directors/HQ AFMC Directors or their Designated Alternates at all times. Installation CPs will keep the AFMC Command Center informed of all changes to availability. The AFMC Command Center will maintain availability of Commanders/Directors/HQ AFMC Directors or their Designated Alternates listed in paragraph 5.

6.2. Exemption from Licensing. Reports required by this instruction are exempt from the report control system outlined in AFPD 37-1, *Air Force Information Management*; and AFI 37-124, *The Information Collections and Reports Management Program (ICR Program)*; *Controlling Internal, Public, and Inter-Agency Air Force Information Collections*.

## **7. Concurrent (Dual/Triple) Absences of Commanders/Directors/HQ AFMC Directors and Designated Alternates.**

7.1. Pre-Approval process (see [Attachment 2](#)).

7.1.1. Keep concurrent absences to an absolute minimum.

7.1.2. Center CCs/CLs must request prior approval through AFMC/CVE from AFMC/CV (Cc: HQ AFMC/CS Executive Officer) if the Center may potentially have a triple absence (see para. 2) NLT 5 duty days prior to the triple absence. If AFMC/CV is not available to approve, then approval may come from AFMC/CA or HQ AFMC/CS.

*Example: If ASC/CC, CV, and CA may potentially all not be at their PDS (a "triple absence"), then ASC would need to obtain pre-approval from AFMC/CV.*

7.1.3. Installation Commanders will request prior approval from their respective Center CCs/CLs if the installation may potentially have a triple absence (see para. 2.4) NLT 5 duty days prior to the triple absence.

7.1.4. HQ AFMC Directors must request prior approval through AFMC/CVE from AFMC/CV (Cc: HQ AFMC/CS Executive Officer) when both the Director and Deputy Director(s) will not be at their PDS during the same time frame NLT 5 duty days prior to the dual/triple absence. If AFMC/CV is not available to approve, then approval may come from AFMC/CA or HQ AFMC/CS.

7.1.4.1. If a Directorate has more than one assigned Deputy, then AFMC/CV pre-approval is only required if the Director and both Deputies will all not be at their PDS (a "triple absence") (see para 2.3).

7.1.4.2. If a Directorate with only one assigned Deputy opts to permanently designate a senior (O6/supervisory Pay Band 3/GS-15) Division Chief as the third in succession, then AFMC/CV pre-approval is only required if the Director, Deputy, and the permanently designated Division Chief are all concurrently not at their PDS (a "triple absence") (see [para 2.3](#)).

7.2. Send all requests for concurrent (dual/triple) absence via e-mail to: [hqafmc.cve@wpafb.af.mil](mailto:hqafmc.cve@wpafb.af.mil); [hqafmc.cae@wpafb.af.mil](mailto:hqafmc.cae@wpafb.af.mil). and [hqafmc.cs.exec@wpafb.af.mil](mailto:hqafmc.cs.exec@wpafb.af.mil)

Subject: FOUO/Concurrent (Dual/Triple) Absence for AFMC/CV Approval, [applicable date(s)] (see **Attachment 2**). The request must answer the following before a concurrent dual/triple absence can be approved:

7.2.1. Who is in charge during their absence?

7.2.2. How can the principals be contacted during this time frame (cell phone, TDY location, etc.)? (Provide all contact numbers)

7.2.3. What are the reasons for all of the leaders to be absent simultaneously?

7.2.4. What high risk/high visibility events are occurring during this time frame (milestone decisions, Limited Nuclear Surety Inspection, flight tests, congressional visits, etc.)?

7.3. If approved, Commanders/Directors will update their respective availability reports with their local CP and the AFMC Command Center.

## **8. AFMC Command Center.**

8.1. The AFMC Command Center provides availability information to the AFMC Commander each duty day.

8.2. Procedures. The AFMC Command Center reviews all availability memos as they are received and resolves problems through the POCs by 1430 ET on Tuesday. Each duty day the AFMC Command Center compiles availability information and transmits it to the AFMC Command Section via e-mail NLT 0730 ET.

8.3. Connectivity exercises. The AFMC Command Center will test the ability of Commanders/Directors and HQ AFMC Directors (listed in **para. 5**) to meet the 15-minute contact requirement on a quarterly basis. Upon notification by the AFMC Command Center that an AFMC/CC telephone contact test is required, the installation CP has 15 minutes to connect the appropriate Commander/Director (or Designated Alternate) with the AFMC Command Center. To avoid having these tests disrupt important meetings or occasions, Commanders/Directors/HQ AFMC Directors may establish procedures that would allow an alternate official to respond to the test (e.g., "this is Major Jones, Executive Officer, responding on behalf of Major General Smith to the AFMC Commander telephone contact test"). However, these procedures must ensure that the desired leader could actually have been connected in the required timeframe. The AFMC Command Center will provide the results of these exercises to HQ AFMC/A3X Division Chief within 2 weeks after the end of each calendar quarter for review.

**9. Reporting Availability of the AFMC Commander to Air Force.** AFI 10-205 and AFMC Headquarters Operating Instruction (HOI) 10-5 prescribe policy and procedures used to keep HQ USAF advised of the AFMC Commander's location and availability.

THOMAS M. ZERBA, YC-03, DAF  
Deputy Chief of Staff



**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 37-1, *Air Force Information Management*

AFI 10-205, *Availability of Major Command Commanders*

AFI 37-124, *The Information Collections and Reports Management Program (ICR Program); Controlling Internal, Public, and Inter-Agency Air Force Information Collections.*

AFI 51-604, *Appointment to and Assumption of Command*

AFMAN 33-363, *Management of Records*

AFMCMD 401, *Headquarters Air Force Materiel Command*

AFMCHOI 10-5, *AFMC Commander Designated Alternates*

**Attachment 2****SAMPLE HQ AFMC DIRECTOR DUAL/TRIPLE ABSENCE REQUEST**

AFMC/CS               COORD  
AFMC/CV               APPROVE

**STAFF SUMMARY SHEET**

AO: Capt Rob Jensen, HQ AFMC/A3E, DSN 787-0022, robert.jensen@wpafb.af.mil  
SUSPENSE: N/A

**SUBJECT: FOUO/HQ AFMC/A3 Concurrent (Dual/Triple) Absence Request for AFMC/CV Approval, 17 Aug 06**

**1. PURPOSE:** IAW AFMCI 10-203, request AFMC/CV approval for dual (or triple as the case may be) absence.

**2. BACKGROUND:**

- Major Gen Fields will be TDY to Eglin AFB, Florida, 15-19 Feb 09.
- Mr. Smith, SES, will be on leave in Cleveland, Ohio, 18-19 Feb 09.

**3. DISCUSSION:**

- Who is in charge during their absence?

Col Jones, AFMC/A3O, will be the acting Director 18-19 Feb 09. His contact info is: DSN 787-XXXX, CML 937-257-XXXX, Home 937-555-1111, cell 937-555-2222, [terry.taylor@wpafb.af.mil](mailto:terry.taylor@wpafb.af.mil).

- How can the principals be contacted during this time frame (cell phone, TDY location, etc.)? Major Gen Fields and Mr. Smith will have their cell phones on during this timeframe. Major Gen Fields' cell number is 937-555-3333 and Mr. Smith's cell number is 937-555-4444.

- What are the reasons for all of the leaders to be absent simultaneously?  
Answer: XXX

- What high risk/high visibility events are occurring during this time frame?  
Answer: XXX (note "None" if not applicable)

**4. VIEWS OF OTHERS:** N/A

**5. RECOMMENDATION:** AFMC/CV approve concurrent absence.

V/R

//signed, REJ, 15 Feb 09//

ROBERT E. JENSEN, Capt, USAF  
HQ AFMC/A3 Executive Officer

## Attachment 3

**SAMPLE COMMANDER/DIRECTOR/HQ AFMC DIRECTOR/DESIGNATED  
ALTERNATE AVAILABILITY MEMO**

DATE

MEMORANDUM FOR AFMC Command Center

FROM: OC-ALC/CC

SUBJECT: Commander's/Director's Availability 7-27 DEC 08

1. Unit/Directorate: Oklahoma City Air Logistics Center
2. Commander/Director: Major Gen Robert T. Perry  
Duty Phone: 345-555-1234/Home Phone: 345-555-4321/  
Cell: 345-555-9876
3. Period and Status:  
7-8 Dec: Present for Duty (PFD)  
9-10 Dec: TDY--Washington DC -- Attend Logistics Conference  
11 Dec: Leave--Baltimore MD  
12-27 Dec: PFD
4. Vice Commander and Executive Director Status/Designated Alternate:  
Brig Gen Rebecca Rodgers, OC-ALC/CV  
7-10 Dec: PFD  
11 Dec: Leave (local area)  
12 – 27 Dec: PFD  
Mr. Kirk Johnson, OC-ALC/CA (Executive Director)  
7-10 Dec: PFD
5. Designated Alternate and Duty Phone:  
9-10 DEC: Brig Gen Rebecca Rodgers, DSN XXX-XXXX, CML XXX-XXX-XXXX  
11 DEC: Col John Hayes, DSN XXX-XXXX, COMM XXX-XXX-XXXX. During non-duty  
hours contact alternate through the Tinker AFB Command Post, DSN XXX-XXXX OR CML  
XXX-XXX-XXXX.
6. Memo POC is Major Williams, DSN XXX-XXXX, CML XXX-XXX-XXXX.

//signed, REJ, 15 Feb 09//

ROBERT E. JENSEN, Major, USAF  
OC-ALC/CC Executive Officer